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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *15 July 1980*

PERSONNEL PROCUREMENT

HOMETOWN RECRUITER ASSISTANCE PROGRAM

Effective 15 August 1980

This regulation sets procedures and gives guidance for managing the Hometown Recruiter Assistance Program (HRAP). Local supplementation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to the Deputy Chief of Staff for Personnel. Other commands will furnish one copy to the next higher command.

Interim changes are not official unless authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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1. **Purpose.** This regulation sets procedures and gives guidance for managing the Hometown Recruiter Assistance Program (HRAP).

2. **Applicability.** *a.* This regulation applies to—

(1) All US Army Recruiting Command (USAREC) recruiting elements.

(2) US Army Forces Command (FORSCOM) installations.

(3) FORSCOM assets at US Army Training and Doctrine Command (TRADOC) installations.

(4) TRADOC installations.

(5) All other CONUS major Army command (MACOM) installations.

b. This regulation does not apply to the US Army Reserve or the Army National Guard.

3. **Objective.** The HRAP will assist USAREC in meeting increasing recruiting needs by assigning enlisted high school diploma graduates (HSDG) to their hometowns as recruiter aides. The aides help the local recruiter to develop leads that may result in enlistments.

4. **Policy.** The HRAP management is centrally administered at HQ, USAREC, in coordination with MACOM headquarters and liaison with respective subordinate commands. HQ, USAREC, will provide operating instructions to all applicable headquarters.

5. **Responsibilities.** *a.* The CG, USAREC, will—

(1) Supervise and manage the HRAP to include giving operating instructions to all applicable headquarters.

(2) Decide how many recruiter aides and where they will be placed—within their hometown area or the immediate vicinity.

(3) Manage HRAP funding to include development of requirements and control of spending.

(4) Provide TDY funding instructions to installations.

(5) Evaluate the program.

(6) Consolidate, evaluate, and verify all reports relating to the HRAP.

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(7) Coordinate with installation points of contact (POC) and the US Army Military Personnel Center (MILPERCEN) for all individuals selected for recruiter aide duty.

(8) Prepare orders placing recruiter aides from all MACOMs except TRADOC on temporary duty (TDY).

(9) Establish and maintain liaison with CONUS MACOMs to identify and resolve problems regarding this program.

(10) Establish and issue a standard installation briefing for recruiter aides.

(11) Inform MACOMs of monthly HRAP needs. Give them enough lead time to permit timely HRAP deployment.

(12) Manage the HRAP (dollars and man-years) within annual congressional mandates.

b. The CG, TRADOC, in coordination with USAREC, will—

(1) Identify and screen enlisted HSDG who may become recruiter aides on completion of advanced individual training (AIT).

(2) Insure that soldiers meet selection criteria.

(3) Provide enough qualified soldiers to meet monthly HRAP requirements as requested by USAREC.

(4) Establish procedures to monitor those identified by USAREC as potential recruiter aides as they go through training.

(5) Notify HQ, USAREC, of the disposition of USAREC nominated aides.

(6) Prepare orders placing recruiter aides on temporary duty (TDY).

(7) Insure that recruiter aides—

(*a*) Have basic issue of uniforms before leaving AIT installation.

(*b*) Are counseled about their duties to include a briefing on pay and travel.

(8) Provide enough soldiers to maintain liaison and coordination at appropriate levels of command.

(9) Insure that—

(*a*) The HRAP people are deployed on time.

(*b*) All administrative needs are filled (e.g., port calls, issuance of transportation request, advance of pay).

c. Each other CONUS MACOM commander, in coordination with USAREC, will—

(1) Provide eligible enlisted personnel from installations and units who may become recruiter aides.

(2) Insure that individuals meet selection criteria.

(3) Provide enough qualified soldiers to meet monthly HRAP requirements as requested by USAREC.

(4) Insure that HRAP people are deployed on time.

(5) Establish procedures to orient and screen personnel identified by USAREC and installation units as potential recruiter aides.

(6) After screening, notify HQ, USAREC, of those soldiers selected for recruiter aide duty.

(7) Insure that recruiter aides—

(*a*) Have a basic issue of uniforms before leaving the installation.

(*b*) Are briefed about their duties to include a briefing on pay and travel.

(8) Provide enough soldiers to maintain liaison and coordination at appropriate levels of command.

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAPE-MPR-O), WASH DC 20310

By Order of the Secretary of the Army:

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